

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF INDIANA

IN RE: CM/ECF CIVIL AND CRIMINAL)
USER MANUAL FOR THE)
UNITED STATES DISTRICT COURT)
NORTHERN DISTRICT OF INDIANA)

GENERAL ORDER

The Court now approves the attached CM/ECF Civil and Criminal User Manual for use in conjunction with the filing and serving of electronic documents in the United States District Court for the Northern District of Indiana.

The Clerk of this court is authorized to make amendments to the format of the User Manual, the telephone numbers contained therein, and the forms and attachments thereto without formal court approval, as may be required from time to time. All other amendments or modifications must be approved by the court.

SO ORDERED.

ENTERED: November 3, 2003

/s/ Robert L. Miller, Jr.
Robert L. Miller, Jr., Chief Judge

/s/ Rudy Lozano
Rudy Lozano, Judge

/s/ Allen Sharp
Allen Sharp, Judge

/s/ Philip P. Simon
Philip P. Simon, Judge

/s/ William C. Lee
William C. Lee, Judge

/s/ Theresa L. Springmann
Theresa L. Springmann, Judge

/s/ James T. Moody
James T. Moody, Judge

CM/ECF Civil and Criminal User Manual

Electronic Means for Filing, Signing and
Verification of Documents

UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF INDIANA



(EFFECTIVE DATE)

(Revised 10/6/03)

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INTRODUCTION

Welcome to Northern District of Indiana Case Management/Electronic Case Filing (CM/ECF), hereinafter referred to as the "System". The System permits attorneys to file documents with the court from any location over the Internet. While all parties, including those proceeding pro se, may register to receive "read only" PACER accounts, only registered attorneys, as officers of the court, are permitted to file electronically at this time.

I. REGISTRATION FOR THE ELECTRONIC FILING SYSTEM ("System")

A. Designation of Cases

Beginning <effective date>, the U.S. District Court for the Northern District of Indiana will begin using the CM/ECF electronic filing system for all civil and criminal cases. "Electronic filing" means uploading a pleading or document directly from the registered user's computer, using the court's System, to file that pleading or document in the court's case file. **Sending a document or pleading to the court via e-mail or facsimile does not constitute "electronic filing."**

B. Registration

1. An **Attorney Registration Form**, attached as **Form 1**, shall be submitted for each attorney. The attached form may be duplicated for use. This form is also available on our web site at: www.innd.uscourts.gov. All Attorney Registration Forms shall be mailed or delivered to:

United States District Court
Office of the Clerk
204 South Main Street, Room 102
South Bend, IN 46601

Attention: CM/ECF Registration.

2. Each attorney registering for the System will receive an internet e-mail message after their password has been assigned. This is to insure that the attorney's internet e-mail address has been entered correctly in the System. Login and password information will then be mailed to the attorney by regular, first-class mail.
3. An attorney's registration will constitute a waiver of conventional service of documents and the attorney agrees to accept service of notice on behalf of the client of the electronic filing by hand, facsimile or authorized e-mail.

4. Attorneys are responsible for notifying the court when their mailing address or e-mail address changes, by filing a Notice of Change of Address in the appropriate case(s) through the System.

C. Passwords

Each attorney admitted to practice in this Court and currently in good standing shall be entitled to one System password to permit the attorney to participate in the electronic retrieval and filing of pleadings and other documents using the System. Attorneys will be able to change their own passwords.

Pursuant to Fed. R. Civ. P. 11, every pleading, motion, and other paper (except lists, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's/participant's password issued by the court combined with the user's identification, serves as and constitutes the attorney/participant's signature for Rule 11 and other purposes. Therefore, an attorney/participant must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney/participant to immediately notify the court by calling the CM/ECF Help Line between 9:00 a.m. and 4:00 p.m. local time in order to prevent access to the System by use of the old password. (See Section V. below for help line numbers) In the event of the resignation or reassignment of the person with authority to use the password, the attorney/participant should change the password immediately.

No attorney shall knowingly permit his or her password to be utilized by anyone other than an authorized employee of his or her office. Once registered, the attorney shall be responsible for all documents filed with his or her password.

Attorneys/participants may be subject to sanctions for failure to comply with the above provisions.

Registration for a password is governed by Paragraph I(B).

An attorney admitted *pro hac vice* must register for a password in accordance with this User Manual.

II. ELECTRONIC FILING AND SERVICE OF DOCUMENTS

A. Filing

1. Unless otherwise permitted by these procedures or otherwise authorized by the

assigned judge, all documents¹ submitted for filing in this district in civil and criminal cases, no matter when a case was originally filed, shall be filed electronically using the System or shall be scanned and uploaded to the System.

2. Electronically filed documents must meet the same requirements of format and page limits as documents "conventionally filed" (as defined in Section III A) pursuant to the Federal Rules of Civil and Criminal Procedure and this court's Local Rules.
3. All documents which form part of a single pleading and which are being filed at the same time and by the same party may be electronically filed together under one document number, e.g., the motion and a supporting affidavit, with the exception of memoranda in support. Memoranda in support shall be electronically filed separately and shown as a related document to the motion.
4. In order to file a document which requires leave of court such as an amended complaint or a document to be filed out of time, the proposed document shall be attached as an exhibit to a motion. If the motion is granted, it is the filing attorney's responsibility to electronically file the document with the court.

B. Filing a Civil Complaint:

1. All new civil complaints must be filed on a separate 3½ inch floppy diskette or CD-ROM containing a .pdf image of the Civil Cover Sheet (JS-44c), the complete complaint and any attachments thereto. Any additional documents to be filed simultaneously with the complaint may also be included on this diskette or CD-ROM. The court will upload these documents into the System. Instructions on how to save a document in PDF format are located on the court's web site at www.innd.uscourts.gov.² A scanner will be located in the public area in each Clerk's Office for use by the bar in scanning and saving image files on diskette if needed.
2. A party may either deliver in person or send to the Clerk's Office by United States mail "hard copy" summonses or digital summonses (in .pdf format

1

The requirement that "all documents" be filed electronically includes briefs, and attachments and exhibits used in support of motions.

2

Documents filed in the CM/ECF must be in .pdf format. A document created with almost any word-processing program can be converted to .pdf format. The .pdf program in effect takes a picture of the original document and allows anyone to open the converted document across a broad range of hardware and software, with layout, format, links, and images intact. For information on .pdf, users may visit the websites of .pdf vendors, such as <http://www.adobe.com/products/acrobat/> or <http://www.fineprint.com/>.

only) saved on a 3½ inch floppy diskette or CD-ROM. The party requesting the summons must complete the top portion of the summons form. The Clerk's office will return via United States mail the completed hard copy summons to counsel only if counsel supplies a stamped, self-addressed envelope.

C. Filing Criminal Charges

All criminal complaints, informations, indictments and requests for issuance of warrants shall be filed conventionally on paper with the court, accompanied by a 3½ inch floppy diskette or CD-ROM containing a .pdf image of the document.

D. Service of Filed Documents on Parties

1. The System will generate a "Notice of Electronic Filing" when any document is filed. This notice represents service of the document on parties who are registered participants with the System. Except as provided in Paragraph III.B, the filing party shall not be required to serve any pleading³ or other documents on any party receiving electronic notice.
2. The filing party shall also serve those parties not designated or able to receive electronic notice but nevertheless are entitled to notice of said pleading or other document in accordance with the Federal Rules of Civil Procedure and the Local Rules of the Northern District of Indiana. If such service of a paper copy is to be made, it shall be done in the manner provided in the Federal Rules of Civil Procedures and the Local Rules of the Northern District of Indiana.
3. A party may not electronically serve a summons and complaint, but instead must perfect service according to the Fed. R. Civ. P. 4.

E. Signatures

1. **Civil cases:** Documents which must be filed and which must contain original signatures or which require either verification or an unsworn declaration under any rule or statute, shall be filed electronically, with originally executed copies maintained by the filer. The pleading or other document electronically filed shall indicate a signature, e.g., "s/Jane Doe".
2. **Criminal cases:** All documents which must contain original signatures other than those of a participating attorney or which require either verification or an unsworn declaration under any rule or statute, shall be filed conventionally on

³ The term "pleading" refers only to those documents listed in Federal Rules of Civil Procedure 7(a).

paper and maintained in the Clerk's office, and shall also be accompanied by a 3 1/2 inch floppy disk or CD-ROM containing a .pdf version of the document and shall indicate a signature, e.g., "s/JaneDoe".

3. In the case of a stipulation or other document to be signed by two or more attorneys, the following procedure should be used:

(a) The filing attorney shall initially confirm that the content of the document is acceptable to all persons required to sign the document and shall obtain the physical signatures of all attorneys on the document.

(b) The filing attorney then shall file the document electronically, indicating the signatories, e.g., "s/Jane Doe," "s/John Doe," etc.

(c) The filing attorney shall retain the hard copy of the document containing the original signatures.

(d) Each attorney required to sign the document, other than the attorney filing it electronically, shall file a Notice of Endorsement of the document. A sample **Notice of Endorsement** is attached as **Form 2**.

F. Orders

All signed orders shall be filed electronically by either the office of the clerk or a judge. The assigned judge or the clerk's office, if appropriate, may grant routine orders by a text-only entry upon the docket. In such cases, no .pdf document will issue and the entry will contain language that no further written order will issue from the court. The text-only entry shall constitute the court's only order on the matter, is in fact an order from the judge and carries the same weight and authority as a written order signed by the judge. The System will generate a Notice of Electronic Filing for text-only entries as described in these procedures.

PROPOSED ORDERS PROCEDURE

Proposed orders shall not be filed electronically either as a separate document or as an attachment to the main pleading or other document. Instead, all proposed orders must be e-mailed to the chambers of the appropriate judicial officer for the case. The proposed order must be in WORDPERFECT FORMAT.⁴ Proposed orders should be attached to an e-mail and sent to the appropriate judicial officer at the address listed below. The subject line of the e-mail message should indicate the case title, cause number and document number of the motion, e.g., *Smith v. Jones 1:02-cv-1234, motion#*__.

⁴ MS Word will allow a document to be saved in WordPerfect format.

Chief Judge Robert L. Miller, Jr.	miller_chambers@innd.uscourts.gov
Judge Allen Sharp	sharp_chambers@innd.uscourts.gov
Judge William C. Lee	lee_chambers@innd.uscourts.gov
Judge James T. Moody	moody_chambers@innd.uscourts.gov
Judge Rudy Lozano	lozano_chambers@innd.uscourts.gov
Judge Phillip P. Simon	simon_chambers@innd.uscourts.gov
Judge Theresa L. Springmann	springmann_chambers@innd.uscourts.gov
Magistrate Judge Andrew P. Rodovich	rodovich_chambers@innd.uscourts.gov
Magistrate Judge Roger B. Cosbey	cosbey_chambers@innd.uscourts.gov
Magistrate Judge Christopher A. Nuechterlein	nuechterlein_chambers@innd.uscourts.gov

PROPOSED DISCOVERY PLANS/SCHEDULING ORDERS AND FINAL PRETRIAL ORDERS

Unlike proposed orders, Proposed Discovery Plans/Scheduling Orders and proposed Final Pretrial Orders should not contain a signature line for the Judge. The document shall include the electronic signature of the filing counsel. The non-filing party shall file a Notice of Endorsement pursuant to the guidelines in paragraph E.3.(d) of this manual.

G. Title of Documents

The person electronically filing a pleading or other document will be responsible for designating a title for the pleading or other document by using one of the categories contained in the attached Events Lists contained in **Appendix A**.

H. Certificate of Service

A Certificate of Service is still a requirement when filing documents electronically. A sample **Certificate of Service** is attached as **Form 3**.

I. Filing Deadlines

Filing documents electronically does not alter any filing deadlines or any time computation pursuant to Fed. R. Civ. P. 6. The counties of Lake, Porter and LaPorte observe Central Daylight Savings Time in the summer, when their local time is the same as the remainder of the district. In the winter, the counties of Lake, Porter and LaPorte observe Central Standard Time, when their local time is one hour earlier than the remainder of the district. Nevertheless, all electronic transmissions of documents must be completed (*i.e.*, received completely by the clerk's office) prior to **midnight Eastern Standard Time**, (South Bend/Fort Wayne/Lafayette time) in order to be considered timely filed that day, **regardless of the local time in the division where the case is pending**. Although documents can be filed electronically 24 hours a day, filers are strongly encouraged to file all documents during hours when the CM/ECF

Help Line is available, from 9:00 a.m. to 4:00 p.m. local time. (See Section V. below for help line numbers)

III. CONVENTIONAL FILING OF DOCUMENTS

A. **Conventional Filings.** As used in these procedures, a "conventionally" filed or submitted document or pleading is one presented to the Clerk or a party in paper or other non-electronic, tangible format. The following documents shall be filed conventionally and not electronically unless specifically authorized by the Court:

1. Document(s) to be filed under seal, including motions for leave to file documents under seal, any supporting documentation and proposed orders.
2. Exhibits and other documents which cannot be converted to a legible electronic form. Whenever possible, counsel is responsible for converting filings to an electronic form. However, if that is not possible, counsel shall electronically file a .pdf document titled *Notice of Manual Filing* as a notation on the docket sheet that filings are being held in the clerk's office in paper. A sample **Notice of Manual Filing** is attached as **Form 4**. If documents are filed in paper format, counsel must provide an original for the clerk's office, a copy for the judge and a copy must be served on all parties in the case.
3. Certain documents filed in criminal cases, and which are listed in II. C. and II. E. 2. above.
4. Documents filed by pro se litigants.
5. Social Security administrative records.

B. **Service of Conventional Filings**

Pleadings or other documents which are filed conventionally rather than electronically shall be served in the manner provided for in the Federal Rules of Civil Procedure and the Local Rules of the Northern District of Indiana, except as otherwise provided by order of the Court.

IV. PUBLIC ACCESS TO THE SYSTEM DOCKET

A. **Public Remote Access Through Pacer**

Civil cases: Public remote access to the System for viewing purposes is limited to subscribers to the Public Access to Court Electronic Records ("PACER") system. The Judicial Conference of the United States has ruled that a user fee will be charged for remotely accessing certain detailed case information, such as docket sheets and filed documents. PACER users may access the System at the Court's Internet site at

www.innd.uscourts.gov. Such access to the System through the Internet site will allow retrieval of the docket sheet and documents on a time delayed basis. Unless a user has a CM/ECF filing level account, access to the System will be on a "read only" basis.

Social Security and Criminal cases: Until further order of the court, only an attorney of record may remotely view records in social security and criminal cases. Public remote access will be limited to viewing docket sheets only.

B. Public Access at the Court

The public will have electronic access to civil and criminal documents filed in the System and to the System dockets in the Office of the Clerk, for viewing during regular business hours, from 9:00 a.m. to 4:00 p.m. (local time) Monday through Friday. A copy fee for reproduction is still required in accordance with 28 U.S.C. §1914.

C. Conventional Copies and Certified Copies

Conventional copies and certified copies of the electronically filed documents may be purchased at the Office of the Clerk, during business hours listed in Paragraph B above. A list of fees is available on the court's website at www.innd.uscourts.gov.

V. TECHNICAL FAILURES

A. The Court's System

The Clerk shall deem the Public Web site for the Northern District of Indiana to be subject to a technical failure on a given day if the site is unable to accept filings continuously or intermittently over the course of any period of time greater than one hour after 12:00 noon that day, in which case filings due that day which were not filed due solely to such technical failures shall become due the next business day. Such delayed filings shall be rejected unless accompanied by a declaration or affidavit attesting to the filing person's failed attempts to file electronically at least two times after 12:00 p.m. separated by at least one hour on each day of delay due to such technical failure. Questions about CM/ECF may be directed to our Help Line at the one of the following numbers between 9:00 a.m. to 4:00 p.m. local time:

Fort Wayne	800-745-0265
Hammond	800-473-0293
South Bend	866-217-5925
Lafayette	877-377-1219

B. The Attorney's System

If the attorney is unable to file a document in a timely manner due to technical difficulties in the user's system, the attorney must file a document with the court as soon as possible notifying the court of the inability to file the document. A sample document entitled **Declaration that Party was Unable to File in a Timely Manner Due to Technical Difficulties** is attached hereto as **Form 5**.

VI. PRIVACY

Counsel should not include sensitive information in any document filed with the court unless such inclusion is necessary and relevant to the case. Any personal information not otherwise protected will be made available over the Internet via PACER. If sensitive information must be included, the following personal data identifiers must be partially redacted from the pleading, whether it is filed traditionally or electronically: Social Security numbers, financial account numbers, dates of birth and names of minor children:

1. **Social Security numbers.** If an individual's social security number must be included in a pleading, only the last four digits of that number should be used.
2. **Names of minor children.** If the involvement of a minor child must be mentioned, only the initials of that child should be used.
3. **Dates of birth.** If an individual's date of birth must be included in a pleading, only the year should be used.
4. **Financial account numbers.** If financial account numbers are relevant, only the last four digits of these numbers should be used.

In compliance with the E-Government Act of 2002, a party wishing to file a document containing the personal data identifiers specified above may file an unredacted document under seal if maintenance of the unredacted material in the court file is critical to the case. However, counsel **must electronically file** a redacted copy for the public file, absent order of the court. If it is determined that the submission of an unredacted version is crucial to the case, the filer shall print a copy of the Notice of Electronic Filing, seal the unredacted document in a separate envelope, attach the Notice of Electronic Filing to the outside of that envelope and label the envelope "Unredacted Version of Previously Filed Document-SEALED." When the clerk's office receives an unredacted copy of a document that was electronically filed, the clerk will edit the original entry by adding the following language: "SEALED unredacted version received by the court on (*insert date*)."

Counsel is advised to exercise caution when filing documents that contain the following:

- 1) personal identifying number, such as driver's license number;
- 2) medical records, treatment and diagnosis;

- 3) employment history;
- 4) individual financial information; and
- 5) proprietary or trade secret information.

Counsel is strongly urged to share this notice with all clients so that an informed decision about the inclusion of certain materials may be made. If a redacted document is filed, it is the sole responsibility of counsel and the parties to be sure that the redaction of personal identifiers is done. The clerk **will not** review each pleading for redaction. Counsel and the parties are cautioned that failure to redact personal identifiers and/or the inclusion of irrelevant personal information in a pleading or exhibit filed electronically with the court may subject them to the full disciplinary and remedial powers of the court, including sanctions pursuant to Fed.R.Civ.P. 11.

SPECIAL NOTICE TO SOCIAL SECURITY ATTORNEYS

It is the responsibility of counsel for plaintiff to provide the U.S. Attorneys' office with the social security number of the plaintiff upon the filing of a new social security case.

United States District Court
Northern District of Indiana

Case Management/Electronic Case Files
Attorney Registration Form

LIVE SYSTEM

This form shall be used to register for an account on the Court's Case Management/Electronic Case Files (CM/ECF) System. Registered attorneys will have privileges both to electronically submit documents, and to view and retrieve electronic docket sheets and documents for all cases assigned to the CM/ECF System. The following information is required for registration:

First/Middle/Last Name _____

Last four digits of Social Security Number _____

Are you admitted to practice and in good standing in the Northern District of Indiana? _____

Attorney Bar #: _____ State: _____

Firm Name _____

Address _____

Voice Phone Number _____

FAX Phone Number _____

Internet E-Mail Address _____

By submitting this registration form, the undersigned agrees to abide by the following rules:

1. This System is for use only in cases permitted by the U.S. Courts for the Northern District of Indiana. It may be used to file and view electronic documents, docket sheets, and notices.
2. At this time, the requirements for filing, viewing, and retrieving case documents are: a personal computer (486 minimum) running a standard platform such as Windows, Windows 95, or Macintosh, an Internet provider using Point to Point Protocol (PPP), Netscape Navigator software version 4.5, 4.7 or 4.76 or Internet Explorer 5.5 and software program(s) that produce and/or convert digital and/or hard copy documents into Adobe Acrobat .pdf format versions 3.0 or 4.0.

3. Pursuant to Federal Rule of Civil Procedure 11, Every pleading, motion, and other paper (except list, schedules, statements or amendments thereto) shall be signed by at least one attorney of record or, if the party is not represented by an attorney, all papers shall be signed by the party. An attorney's password issued by the court combined with the user's identification, serves as and constitutes the attorney signature. Therefore, an attorney must protect and secure the password issued by the court. If there is any reason to suspect the password has been compromised in any way, it is the duty and responsibility of the attorney to immediately notify the court. This should include the resignation or reassignment of the person with authority to use the password. The attorney should change the password immediately.
4. An attorney's registration will constitute a waiver of conventional service of documents, the attorney agrees to accept service of notice on behalf of the client of the electronic filing by hand, facsimile or authorized e-mail.
5. The undersigned attorney agrees to abide by the most recent General Orders, User Manual for Electronic Case Filing and all technical and procedural requirements set forth therein.

Please return to : U.S. District Court
Northern District of Indiana
Office of the Clerk
204 South Main Street, Room 102
South Bend, IN 46601

Attention: CM/ECF Registration.

Applicant Signature

Initial of First Name + Last Name + Last 4 Digits SS#

Subscribed and sworn to before me this _____ day of _____, 20 ____.

Notary _____

My commission expires _____

SAMPLE FORMAT

**IN THE UNITED STATES DISTRICT COURT FOR THE
NORTHERN DISTRICT OF INDIANA
_____ DIVISION**

_____,)
)
Plaintiff(s),)
)
vs.) Case No. _____
)
_____,)
)
Defendant(s).)

NOTICE OF ENDORSEMENT

Pursuant to the ECF Procedures Manual, _____ (Name of signator)

hereby certifies that my original signature was placed on the following document which was filed
electronically on _____:

(Title of document)

Attorney for (Plaintiff or Defendant)

Address: _____

Date: _____

SAMPLE FORMAT

Certificate of Service

I hereby certify that on ____ (Date) ____ I electronically filed the foregoing with the Clerk of the Court using the CM/ECF system which sent notification of such filing to the following: _____ and I hereby certify that I have mailed by United States Postal Service the document to the following non CM/ECF participants: _____.

s/

SAMPLE FORMAT

**IN THE UNITED STATES DISTRICT COURT FOR THE
NORTHERN DISTRICT OF INDIANA
_____ DIVISION**

_____)	
)	
Plaintiff(s),)	
)	
vs.)	Case No. _____
)	
_____)	
)	
Defendant(s).)	

NOTICE OF MANUAL FILING

is in paper form only and is being maintained in the case file in the Clerk's office.

Attorney for (Plaintiff or Defendant)

Address: _____

Date: _____

SAMPLE FORMAT
IN THE UNITED STATES DISTRICT COURT FOR THE
NORTHERN DISTRICT OF INDIANA
_____ **DIVISION**

)	
)	
Plaintiff(s),)	
vs.)	Case No. _____
)	
)	
Defendant(s).)	

DECLARATION THAT PARTY WAS UNABLE
TO FILE IN A TIMELY MANNER

Please take notice that _____ was unable to file _____
_____ in a timely manner due to technical difficulties. The deadline for filing
the _____ was _____. The reason(s) that I was unable
to file the _____ in a timely manner and the good faith efforts
I made prior to the filing deadline to both file in a timely manner and to inform the court and the
other parties that I could not do so are set forth below.

[Statement of reasons and good faith efforts to file and to inform]

I declare under penalty of perjury that the foregoing is true and correct.

Respectfully submitted,

s/[Name of Password Registrant] _____
Name of Password Registrant
Address
City, State, Zip Code
Phone: XXX-XXX-XXXX
Fax: XXX-XXX-XXXX
E-mail: XXX@XXX.XXX

U.S. District Court, NDIN

CM/ECF Events List for Attorneys - CIVIL

Initial Pleadings and Service

Complaints and Other Initiating Documents

Amended Complaint
Application for Stay of Execution
Application for Writ of Garnishment
Counterclaim
Crossclaim
Intervenor Complaint
Notice of Condemnation
Petition for Writ of Habeas Corpus
Petition to Enforce IRS Summons
Petition to Perpetuate Testimony
Third Party Complaint

Service of Process

Acknowledgment of Service
Affidavit of Service
Certificate of Service
Request for Waiver of Service
Service by Publication
Summons Returned Executed
Summons Returned Executed as to USA
Summons Returned Unexecuted
Waiver of Service Executed
Waiver of Service Unexecuted
Writ of H C Ad Prosequendum Executed
Writ of H C Ad Prosequendum Unexecuted
Writ of H C Ad Testificandum Executed
Writ of H C Ad Testificandum Unexecuted

**Answers to Complaints, Counterclaims,
Crossclaims**

Other Answers

Affidavit in Opposition
Affidavit in Support
Amended Answer to Complaint

Answer to Complaint (Notice of Removal)
Answer to Writ of Garnishment
Claim
Objection to Report and Recommendations
Withdrawal of Claim

Motions and Related Filings

Motions and Stipulations

Alter Judgment
Amend/Correct
Appeal in Forma Pauperis
Appear
Appoint Counsel
Appoint Custodian
Appoint Expert
Appoint Guardian/Attorney ad Litem
Appoint Receiver
Approve Consent Judgment
Attorney Fees
Bifurcate
Bill of Costs
Bond
Certificate of Appealability
Certify Class
Change Venue
Compel
Consolidate Cases
Continue
Declaration of Mistrial
Declaratory Judgment
Default Judgment
Deposit Funds
Directed Verdict
Disbursement of Funds
Disclosure
Discovery
Dismiss
Dismiss/Lack of Jurisdiction
Dismiss/Lack of Prosecution
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Enforce Judgment
Entry of Default
Expedite
Extension of Time to Amend
Extension of Time to Complete Discovery
Extension of Time to File Answer
Extension of Time to File Document
Extension of Time to File Response/Reply
File Excess Pages
Forfeiture of Property
Garnishment
Hearing
In Limine
Intervene

C
I
V
I
L

E
V
E
N
T
S

U.S. District Court, NDIN

CM/ECF Events List for Attorneys - CIVIL

Issuance of Warrant in rem
Joinder
Judgment Debtor Exam
Judgment NOV
Judgment as a Matter of Law
Judgment of Forfeiture
Judgment on Partial Findings
Judgment on the Pleadings
Judgment under Rule 54(b)
Leave to Appeal
Leave to File Document
Letters Rogatory
Limited Admission
Lift Stay
Miscellaneous Relief
More Definite Statement
New Trial
Order of Sale
Partial Summary Judgment
Permanent Injunction
Preliminary Injunction
Proceed in Forma Pauperis
Proceedings Supplemental
Produce
Protective Order
Quash
Reassign Case
Reconsideration
Reconvene the Grand Jury
Recusal
Release of Bond Obligation
Release of Funds
Remand
Reopen Case
Reset
Return of Property
Sanctions
Seal Case
Seal Document
Sealed Motion
Service by Publication
Set Aside
Set Aside Default
Set Aside Forfeiture
Set Aside Judgment
Set Aside Verdict
Settlement
Sever

Show Cause
Stay
Stipulation
Stipulation to Dismiss
Strike
Substitute Attorney
Substitute Party
Summary Judgment
Take Deposition
Taxation of Costs
Temporary Restraining Order
Unseal Case
Unseal Document
Vacate
Withdraw
Withdraw Reference
Withdraw as Attorney
Writ
Writ of Garnishment
Writ of HCAP
Writ of HCAT
Writ of Mandamus

Responses, Replies, Memoranda & Briefs

Affidavit in Opposition to Motion
Affidavit in Support of Motion
Brief in Opposition
Brief in Support
Memorandum in Opposition
Memorandum in Support
Proposed Conclusions of Law
Reply to Response to Motion
Response in Opposition to Motion
Response in Support of Motion
Response to Motion
Traverse

Other Filings

ADR Documents

Objection to Report of Arbitrator/Mediator

Discovery Documents

Answer to Interrogatories
Deposition
Disclosure
Interrogatories Propounded
Notice to Take Deposition

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U.S. District Court, NDIN

CM/ECF Events List for Attorneys - CIVIL

Request for Admissions
Request for Production of Documents
Response to Discovery Request

Notices

Notice (Other)
Notice of Acceptance of Offer of Judgment
Notice of Appearance
Notice of Application for Writ
Notice of Change of Address
Notice of Manual Filing
Notice of Removal
Notice of Settlement
Notice of Voluntary Dismissal

Trial Documents

Agreement for Jury Verdict
Exhibit List
Proposed Findings of Fact
Proposed Jury Instructions
Proposed Voir Dire
Trial Brief
Witness List

Appeal Documents

Appeal Transcript Request
Appeal of Magistrate Judge Decision to Dist Court
Appellants Brief
Appellants Reply Brief
Appellees Brief
Designation of Record on Appeal
Docketing Statement
Notice of Appeal
Notice of Cross Appeal
Notice of Interlocutory Appeal
Subsequent Notice of Appeal

Other Documents

Affidavit
Amended Document (NOT Motion)
Application for Clerk's Entry of Default
Application for Writ
Bill of Costs
Certificate
Financial Affidavit
Financial Affidavit - CJA 23
Interpleader

Jury Demand
Proposed Pretrial Order
Redacted Document
Report
Report of Rule 26(f) Planning Meeting
Response to Order to Show Cause
Satisfaction of Judgment
Settlement Agreement
Social Security Administrative Record
Social Security Opening Brief
Status Report
Stipulation
Stipulation of Dismissal
Suggestion of Bankruptcy
Suggestion of Death
Transcript Request
Waiver

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U.S. District Court, NDIN

CM/ECF Events List for Attorneys - CRIMINAL

Charging Instruments and Pleas

Pleas and Plea-Related Documents
Plea Agreement

Motions and Related Filings

Motions and Stipulations

Acquittal
Alter Judgment
Amend/Correct
Appeal in Forma Pauperis
Appear
Appoint Counsel
Appoint Expert
Bifurcate
Bill of Particulars
Bond
Brady Materials
Certificate of Appealability
Change of Venue
Compel
Consolidate Cases
Continue
Declaration of Mistrial
Directed Verdict
Disclosure
Discovery
Dismiss
Dismiss/Lack of Jurisdiction
Dismiss/Speedy Trial
Disqualify Counsel
Disqualify Judge
Disqualify Juror
Downward Departure
Early Termination of Probation
Exclude
Expedite
Extension of Time to File Document
Extension of Time to File Response/Reply
Extension of Time to Indict
File Excess Pages
Forfeiture of Property
Garnishment
Handwriting Exemplars
Hearing
In Limine
Inspect

Issuance of Warrant in rem
Joinder
Judgment NOV
Judicial Recommendation Against Deportation
Leave to Appeal
Leave to File Document
Medical Exam
Medical Treatment
Miscellaneous Relief
Modify Conditions of Release
New Trial
Order of Competency to Stand Trial
Produce
Protective Order
Psychiatric Exam
Psychiatric Treatment
Quash
Quash Indictment/Information
Reconsideration
Recusal
Reduce Sentence
Release Bond Obligation
Release from Custody
Release of Funds
Remand
Reset
Return of Property
Return of Surety
Revoke
Sanctions
Seal
Seal Case
Seal Document
Sealed Motion
Separate Trial on Counts
Service by Publication
Set Aside Forfeiture
Set Aside Judgment
Set Aside Sentence
Set Aside Verdict
Sever Defendant
Show Cause
Show Cause re Revocation of Probation
Show Cause re Revocation of Supervised Release
Special Appearance
Stipulation
Strike
Substitute Attorney

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U.S. District Court, NDIN

CM/ECF Events List for Attorneys - CRIMINAL

Suppress

Take Deposition

Travel

Unseal Case

Unseal Document

Vacate

Vacate (2255)

Warrant

Warrant for Arrest of Property

Withdraw Document

Withdraw Plea of Guilty

Withdraw Plea of Nolo Contendere

Withdraw as Attorney

Writ

Writ of Habeas Corpus ad prosequendum

Writ of Habeas Corpus ad testificandum

Responses, Replies, Memoranda & Briefs

Affidavit in Opposition to Motion

Affidavit in Support of Motion

Brief in Opposition

Brief in Support

Memorandum in Opposition

Memorandum in Support

Reply to Response

Response in Opposition

Response in Support

Response to Motion

Other Filings

Discovery Documents

Demand for Alibi Witness

Demand for Public Authority Witness

Notice of Alibi

Notice of Alibi Witness

Notice of Error or Defect

Notice of Insanity Defense

Notice of Insanity Witness

Notice of Intent to Use Evidence

Notice of Issue of Foreign Law

Notice of Public Authority Defense

Notice of Public Authority Opposition Witness

Withdrawal of Alibi

Withdrawal of Insanity Defense

Withdrawal of Insanity Witness

Withdrawal of Public Authority Defense

Waivers

Waiver of Counsel

Waiver of Indictment

Waiver of Interstate Agreement on Detainers

Waiver of Minimum Time to Trial

Waiver of Preliminary Examination or Hearing

Waiver of Presence at Arraignment

Waiver of Presentence Investigation Report

Waiver of Rule 40 Hearings

Waiver of Trial by Jury

Service of Process

Application for Writ HCAP

Application for Writ HCAT

Certificate of Service

Judgment Returned Executed

Summons Returned Unexecuted

Writ HCAT Executed

Notices

Attorney Appearance - Defendant

Attorney Appearance - USA

Deferral of Prosecution

Nolle Prosequi

Notice (Other)

Notice of Change of Address

Notice of Manual Filing

Notice to Resume Prosecution

Trial Documents

Exhibit List

Proposed Jury Instructions

Proposed Voir Dire

Request for Special Findings of Fact

Stipulation to Jury

Trial Brief

Witness List

Appeal Documents

Appeal of Magistrate Judge Decision to Dist. Ct.
(criminal case)

Appeal of Magistrate Judge Decision to Dist. Ct.
(magistrate judge case)

Defendant Brief

Defendant Reply Brief

Designation of Record on Appeal

Docketing Statement

Government Brief

CRIMINAL
EVENTS

U.S. District Court, NDIN

CM/ECF Events List for Attorneys - CRIMINAL

Government Reply Brief
Notice of Appeal - Conditions of Release
Notice of Appeal - Final Judgment
Notice of Appeal - Interlocutory
Notice of Docketing Appeal from Magistrate Judge
Decision
Transcript Request - Appeal

Other Documents

Affidavit
Affidavit - Rule 40
Amended Document (NOT Motion)
Consent to Inspection of PSI
Consent to Magistrate Judge Disposition on Motion
Consent to Trial Before a US Magistrate Judge
Financial Affidavit - CJA23
Information to Establish Prior Conviction
Objection to Presentence Investigation Report
Objection to Report and Recommendations
Presentence Investigation Report
Pretrial Memorandum
Redacted Document
Refusal of Magistrate Judge Jurisdiction
Response to Order to Show Cause
Sealed Document
Sentencing Memorandum
Status Report
Transcript Request
Withdrawal of Motion

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